



Skills you rated highest

Body Coordination Moving your arms, legs, and mid-section together while your whole body is moving.

Customer and Personal Service Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Negotiation Bringing people together to solve differences.

Sales and Marketing Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Speaking Talking to others.

Helping People Looking for ways to help people.

Instructing Teaching people how to do something.

Management of Financial Resources Making spending decisions and keeping track of what is spent.

Operations Analysis Figuring out what a product or service needs to be able to do.

Personnel and Human Resources Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Writing Writing things for co-workers or customers.

Skills you rated next highest

Building and Construction Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Clerical Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Complex Problem Solving Noticing a problem and figuring out the best way to solve it.

Computers and Electronics Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Economics and Accounting Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Fine Arts Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

Foreign Language Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.

Mathematics Using math to solve problems.

Monitoring Keeping track of how well people and/or groups are doing in order to make improvements.

Sociology and Anthropology Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Systems Analysis Figuring out how a system should work and how changes in the future will affect it.

Teaching and Course Design Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Telecommunications Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Skills you rated lowest

Administration and Management Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Chemistry Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Mechanical Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Memorization Remembering words, numbers, pictures, or steps.

Programming Writing computer programs.

Psychology Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Public Safety and Security Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Therapy and Counseling Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Time Management Managing your time and the time of other people.

Biology Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Medicine and Dentistry Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Production and Processing Knowledge of raw materials, production processes, quality control, costs, and

other techniques for maximizing the effective manufacture and distribution of goods.

Quality Control Analysis Testing how well a product or service works.

Repairing Repairing machines or systems using the right tools.

Science Using scientific rules and strategies to solve problems.

Troubleshooting Figuring out what is causing equipment, machines, wiring, or computer programs to not work.

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<https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>

Data on this tool come from various sources.

The information and formula for **matching skills to careers** was developed by CareerOneStop.

Occupational data on which the formula is based, including skills used in occupations, come from the **O*NET 25.0 Database** (<https://www.onetcenter.org/database.html>) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA). Used under the **CC BY 4.0** (<https://creativecommons.org/licenses/by/4.0/>) license. O*NET® is a trademark of USDOL/ETA.

Wage data come from the USDOL's Bureau of Labor Statistics, Occupational Employment Statistics program (<http://www.bls.gov/oes>), May 2019.

Education data comes from USDOL's Bureau of Labor Statistics, Employment Projections program, Education and Training Data, Education and training assignments by detailed occupation, 2019 (<https://www.bls.gov/emp/documentation/education-training-system.htm>)

Outlook data come from O*NET at the USDOL/ETA (<https://www.onetonline.org/find/bright>) and https://www.onetcenter.org/bright/2019/mnm_outlook.html).